

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/oe-013
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Budget						
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	1	ADMIN. GENERAL	
		LOGISTICS	SECURITY		OTHER (specify)	
		MEDICAL	FINANCE	2	COMMUNICATIONS	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
5		Annual		4		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		DDS/PPB		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
SPD & Branches			SPD Branches			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-15	13.20	64		844.80	1	\$844.80
average						
GS-07	4.15	12		49.80		49.80
						Total \$894.60
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Must continue report as long as it is levied by DOB.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
6 Oct 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090083-7				